

AGENDA

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)

Policy Committee

Wednesday, February 7, 2018 at 9:00 am

456 Fulton St, Suite 420

Peoria, IL 61602

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1. Call to Order
 2. Roll Call
 3. Public Comment
 4. Approval of Minutes – December 6, 2017 Meeting
 5. Chairman’s Report
 6. Presentation of December Financial Report and Performance Report – *Memo*
 7. Approve Memorandum of Understanding Between PPUATS Policy Committee and Tri-County Regional Planning Commission – *Attachment*
 8. Approve TIP Amendment – CityLink JARC Pekin Commuter Route – *Attachment*
 9. Approve TIP Amendment – IDOT Major Bridge Preventative Maintenance – *Attachment*
 10. Approve TIP Amendment – IDOT Urban Resurfacing – *Attachment*
 11. Updates
 - a. FHWA/FTA Quadrennial Review
 - b. FYs 17-18 Transportation Alternatives (TAP) Funding
 - c. FY18 Special Projects & Metropolitan Planning Funds
 12. Other
 - a. Next meeting scheduled for March 7, 2018
 13. Adjournment

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI complaint form, call 309-673-9330.

Tri-County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 309-673-9330 to request special accommodations at least two business days in advance.

MINUTES

Peoria-Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee

Wednesday, December 6, 2017 at 9:00 am
 456 Fulton St, Suite 420
 Peoria, IL 61602

1. Call to Order
 Chairman Morris called the meeting to order at 9:00 am

2. Roll Call

Member	Present	Absent	Member	Present	Absent
Jim Miller, IDOT	X		Jim Ardis, City of Peoria		x
Terrisa Worsfold,* IDOT		X	Leon Ricca, Bartonville		x
Tom O'Neill, Peoria County	X		Bob Lawless,* Bartonville		x
Stephen Morris, Peoria County	X		James Dillon, West Peoria	x	
Greg Sinn, Tazewell County	X		Kinga Krider,* West Peoria		x
Mike Harris, Tazewell County	X		Jeff Kauffman, Village of Morton		x
Greg Menold*, Tazewell County		X	Ginger Herman,* Village of Morton		x
Doug Huser, Woodford Co.	X		Matt Fick Peoria Heights		x
Donald White, Chillicothe		X	Kyle Smith,* Peoria Heights		x
John McCabe, City of Pekin	X		Fred Lang, Creve Coeur		x
Dave Mingus, City of E. Peoria		X	Terry Keogel* Creve Coeur		x
Jeff Eder*, City of E. Peoria		X	Gary Manier, Washington		x
Scott Reiese, City of Peoria	X		Jim Culotta,* City of Washington	x	
Patrick Urich, City Manager		X	Sharon McBride, CityLink	x	
Chris Setti,* City of Peoria		X	Doug Roelfs* CityLink	x	
Nick Stoffer,* City of Peoria	X		Mark Rothert* City of Pekin		x
Ross Black,* City of Peoria		x	Mike Hinrichsen, Germantown Hills	x	

Staff: Reema Abi-Akar, Hannah Martin, Ryan Harms, and Eric Miller.

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3. Public Comment-none
4. Approval of Minutes – November 1, 2017 Meeting
O’Neill moved to approve the November 1, 2017 meeting minutes and Dillon seconded. Motion carried.
5. Chairman’s Report
Chairman Morris said he did not have anything report except that the Executive Board did approve the MOU and it will go to Full Commission tomorrow night for approval and then back to PPUATS Policy in February for final approval. Morris also reported that 95% of the document is the same. PPUATS Policy will have equal representation at table for decision making.
6. Presentation of October Financial Report and Performance Report – *Memo*
Harms updated the total budget for FY18 is \$1,018,148 which includes the FY18 budget of \$787,861 plus the carryover of \$230,287. At the end of September 2017, PPUATS has used about 30% of its budget.
7. Approval of TIP Amendment – IDOT US 150 & IL 8 Safety Improvements
O’Neill moved to approve TIP Amendment- IDOT US 150& IL 8 Safety Improvements and McBride seconded. Motion carried.
Dvorsky from IDOT explained the change of the TIP which is to eliminate a guardrail at various locations along US 150 and IL 8 and have culvert replacement in US150 west of Heinz Lane.
8. Approval of TIP Amendment – IDOT IL 40 Resurfacing
Reese moved to approve TIP Amendment- IDOT IL40 Resurfacing and Hinrichsen seconded. Motion carried.
Dvorsky from IDOT explained that IL 40 (Knoxville Ave) from Corrington Ave. to Pennsylvania Ave in Peoria will be resurfaced.
9. Approval of TIP Amendment – Chillicothe Main Street Resurfacing and Improvements
McCabe moved to approve TIP Amendment- Chillicothe Main Street Resurfacing and Improvements and Sinn seconded. Motion carried.
Dvorsky explained the right of way, engineering, road surfacing, sidewalk construction, and lighting construction.
10. Approval of Special Transportation Studies Requests – *Memo*
McBride moved to approve the Special Transportation Studies and Dillon seconded. Motion carried.
Harms explained that staff received four requests, but the sponsors of 2 withdrew on the condition that their studies receive priority during the regular FY19 Special Transportation Studies round.
Chosen are City of Peoria Downton Wayfinding and Signage Plan in the amount of \$58,000, and East Peoria ADA Compliance Plan of \$30,000.
11. Updates
 - a. FY18 Special Projects
 - Harms updated the committee on the Pekin Derby Street Plan. Hanson Engineers and Common Ground Design hosted a public design charrette and open planning sessions at the Salvation Army location on Derby Street. McCabe complemented the approach taken by the consultants.
 - Harms updated that the East Peoria Sidewalk Plan kickoff meeting was last week, and that the Washington & East Peoria Transportation Plans contract was signed with Houseal Lavigne Associates.
 - b. Metropolitan Planning Funds
Harms updated that the Peoria Heights area studies is still underway.
12. Other
 - a. Next meeting scheduled for February 7, 2017
Morris corrected it should be 2018 not 2017
13. Adjournment
Adjourned at 9:25 am

Respectively submitted by:

Eric W. Miller
Executive Director

Recorded and transcribed by Debbie Ulrich



MEMORANDUM

TO: PPUATS Policy Committee
FROM: Staff
SUBJECT: December 2017 Financial Report and Performance Report
DATE: February 7, 2018

Action needed by Policy Committee:

Receive and file the December 2017 Financial Report and Performance Report.

Background:

The total budget for FY18 is \$1,018,148. This includes the FY18 budget of \$787,861 plus the carryover of \$230,287. As of the end of December 2017, PPUATS has expended approximately 40% of its budget.

FY18 + Carryover PL/FTA Budget – December 2017

	FY18 + CARRYOVER	Sep-17	YTD	% USED YTD	REMAINING
Salaries	\$356,333	\$17,262	\$164,348	46%	\$191,985
Fringe Benefits	\$92,132	\$4,685	\$42,536	46%	\$49,596
TOTAL SALARIES	\$448,465	\$21,947	\$206,884	46%	\$241,581
INDIRECT COSTS	\$250,647	\$12,246	\$115,441	46%	\$135,206
Direct Costs					
Travel/Training/Conferences	\$18,231	\$13	\$4,831	26%	\$13,400
APWA Conference	\$7,500		\$0	0%	\$7,500
Computer Hardware & Software	\$39,408	\$53	\$22,715	58%	\$16,693
Contractual - Engineering	\$24,092		\$0	0%	\$24,092
Contractual - Special Projects	\$190,305	\$16,000	\$42,850	23%	\$147,455
Audit	\$36,000		\$16,000	44%	\$20,000
Misc (Legal Notices, Printing)	\$3,500		\$2,697	77%	\$803
Retroactive Pay	\$0		\$0	0%	\$0
TOTAL DIRECT COSTS	\$319,036	\$16,066	\$89,093	28%	\$229,943
TOTAL	\$1,018,148	\$50,259	\$411,418	40%	\$606,730

PPUATS MONTHLY PERFORMANCE REPORT

December 2017

Management and Administration

- Hosted meeting of PPUATS Policy Committee
- Prepared financial records and developed drawdown request for IDOT funds
- Attended Peoria Chamber Transportation Committee meeting
- Attended Pekin Chamber Transportation Committee meeting
- Participated in monthly conference call of statewide HSTP Coordinators
- Hosted quarterly HSTP Subcommittee meeting
- Attended CityLink Board meeting
- Participated in CityLink ADA Committee

Data Development and Maintenance

- Continued to maintain GIS system for the region
- Continued work on TCRPC/PPUATS website update
- Responded to technical assistance requests for GIS

Long Range Planning

- Continued to implement Regional Bicycle Plan

Short Range Planning

- Monitored progress of FY17 and FY18 Special Projects funds
- Researched and projected Safety performance measure targets
- Released RFPs/RFQs for special transportation planning projects
- Monitored and made administrative changes to TIP

Memorandum of Understanding (MOU) PPUATS and TCRPC

This MOU will outline the roles of the Tri-County Regional Planning Commission (TCRPC) and the Peoria Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee and clarifies the Cooperative Agreement dated August 2008.

I. Designation of MPO

The PPUATS policy Committee is recognized by all parties as the Metropolitan Planning Organization (MPO) of the Peoria/Pekin Urbanized Area. PPUATS has designated the TCRPC to receive and administer all Federal and State funds as directed by PPUATS.

II. Programming of Federal Transportation Funding

All decisions on the expenditure of transportation planning funds, surface transportation funds, and FTA funds are the responsibility of PPUATS. TCRPC Staff will administer all federal funds received by the MPO at the direction of the PPUATS Policy Committee. TCRPC staff in concert with the PPUATS Technical Committee will present the PPUATS Policy Committee with an annual Unified Work Program for its approval. The Unified Work Program (UWP) explains how federal transportation planning funds will be used. PPUATS will authorize TCRPC to administer the work tasks defined in the UWP.

III. Programming of State Planning Funds

If State Planning Funds (SPF) are available, they shall be included in the UWP. TCRPC staff will administer SPF funds allocated to the area at the direction of the PPUATS Policy Committee.

IV. Financial Reporting

TCRPC staff will prepare monthly financial reports for all Federal Transportation Planning funds. The financial statements shall contain an accounting of all state and federal transportation planning funds allocated to the MPO. The TCRPC shall manage contracts that are listed in the adopted UWP on behalf of the PPUATS Policy committee. TCRPC staff shall seek authorization from PPUATS Policy Committee prior to procurement of all direct expense items sourced from transportation planning funds over \$1000.00. TCRPC staff will notify the Commission of such procurement.

V. Executive Director Oversight

TCRPC Commission Chair and PPUATS Policy Committee Chair shall regularly consult with each other regarding employment issues, including but not limited to, disciplinary actions, separation, compensation and performance evaluation of the Executive Director. It is the intention of this section and acknowledgment of TCRPC and PPUATS Policy Committee that the PPUATS Policy Chairman should be included in the hiring and oversight of the Executive Director

**PEORIA-PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)
FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT FORM**

TIP Adopted July 17, 2017, as amended

Cells colored in gray are automatically calculated in Excel (see Note 3 below)

DATE	AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)
1/11/2018	From 2018	To 2021	Greater Peoria Mass Transit District

PROJECT INFORMATION

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
JARC-Pekin Commuter Route	JARC-18-01				Pekin-Peoria Commuter Route	Operating assistance for Pekin Commuter Route	FY11 JARC	50%	\$ 9,809
							State		
							Local	50%	\$ 9,809
Total									\$ 19,618
Reason for Amendment:		Remaining funds from FY11 JARC grant to be re-allocated from ciCarpool project (capital -80%/20%) to Pekin Commuter Route project (operating -50%/50%)							

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

Technical	
Policy	
FTA	

IDOT District 4 Local Roads	NA
IDOT District 4 Programming	NA
FHWA	NA

- NOTES:**
- 1) The projects in the state portion of the TIP are the Illinois Department of Transportation's estimate for fiscal year project scheduling and represent an intent to proceed. Impacts on individual project readiness include funding availability, unforeseen events (environmental problems, engineering, land acquisition) and the department's need to retain programmatic flexibility to address changing conditions and priorities on the state highway system.
 - 2) Projects can be moved from Year 2 or 3 of the TIP into Year 1 with the approval of the implementing agency and the PPUATS POLICY COMMITTEE. The implementing agency may elect to change fund type with notification to the PPUATS POLICY COMMITTEE.
 - 3) The Excel document for this form uses formulas to calculate Funding Share % and Total Project Cost. These cells cannot be edited by default, to prevent accidental overwriting of these formulas. To override this protection in Excel 2010 and above, click on the "Review" tab and then click on "Unprotect Sheet."

**PEORIA-PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)
FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT FORM**

TIP Adopted July 17, 2017, as amended

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DATE	AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)
1/31/2018	From 2018	To 2021	Illinois Department of Transportation

PROJECT INFORMATION

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
Major Bridge Preventative Maintenance	S-18-32	68E01	0-01288-4001	D4 BRIDGE WASHING 2018	Various Locations over the Illinois River	Bridge Cleaning	Federal	82%	\$ 688,000
							State	18%	\$ 152,000
							Local		
							Total		\$ 840,000

Reason for Amendment: Add project to wash 9 bridges that carry various routes across the Illinois River. Scheduled for letting on 4/27/2018. Bridges within the MPO area include the McClugage bridges (US 150), Murray Baker (I-74), Bob Michael (IL 40), Cedar St (IL 8/116), McNaughton (IL 9). Bridges outside the MPO include Henry (IL 18), Lacon (IL 17) and Havana (US 136).

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

Technical	N/A
Policy	2/7/2018

IDOT District 4 Local Roads	
IDOT District 4 Programming	
FHWA	

- NOTES:**
- The projects in the state portion of the TIP are the Illinois Department of Transportation's estimate for fiscal year project scheduling and represent an intent to proceed. Impacts on individual project readiness include funding availability, unforeseen events (environmental problems, engineering, land acquisition) and the department's need to retain programmatic flexibility to address changing conditions and priorities on the state highway system.
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**PEORIA-PEKIN URBANIZED AREA TRANSPORTATION STUDY (PPUATS)
FY 2018-2021 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT FORM**

TIP Adopted July 19, 2017, as amended

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DATE	AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)
1/31/2018	From 2018	To 2021	Illinois Department of Transportation

PROJECT INFORMATION

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
Urban Resurfacing	S-18-33	68D69	4-09710-0590	11RS-12	US 24/IL 29 from Margaret Dr in Creve Coeur to N of LaSalle Blvd in Marquette Heights	Resurfacing (3P)	Federal	80%	\$ 2,000,000
							State	20%	\$ 500,000
							Local		
							Total		\$ 2,500,000

Reason for Amendment: Add project to resurface 1.01 miles of US 24/IL 29. Estimated cost is \$2,500,000 and is currently scheduled for letting on 4/27/2018.

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
							State		
							Local		
							Total		\$ -

Reason for Amendment:

Technical	N/A
Policy	2/7/2018

IDOT District 4 Local Roads	
IDOT District 4 Programming	
FHWA	

- NOTES:**
- 1) The projects in the state portion of the TIP are the Illinois Department of Transportation's estimate for fiscal year project scheduling and represent an intent to proceed. Impacts on individual project readiness include funding availability, unforeseen events (environmental problems, engineering, land acquisition) and the department's need to retain programmatic flexibility to address changing conditions and priorities on the state highway system.
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